DOCUMENT RESUME

ED 406 984 IR 056 359

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TITLE	Information Services for Secondary Schools. Greenwood Professional Guides in School Librarianship.
REPORT NO	ISBN-0-313-29820-3; ISSN-1074-150X
PUB DATE	97
NOTE	127p.
AVAILABLE FROM	Greenwood Press, 88 Post Road West, P.O. Box 5007, Westport, CT 06881-5007 ($35).
PUB TYPE	Books (010) -- Guides - Non-Classroom (055)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	*Course Integrated Library Instruction; Curriculum Development; Evaluation Methods; High Schools; *Information Services; Information Skills; Information Technology; Librarian Teacher Cooperation; Library Automation; Library Material Selection; Library Planning; *Library Services; Media Specialists; Models; Online Vendors; *School Libraries; User Needs (Information)

ABSTRACT

This comprehensive, practical and up-to-date guide will help the preservice and inservice library media specialist to develop an information services program to meet the changing curricular needs of high schools and to integrate information access and usage skills into the total school curriculum. Chapter 1 provides practical suggestions for planning with teachers to ensure that students are given many opportunities to learn how to access and use information as an integral part of their coursework and in their personal and career development. Chapter 2 presents guidelines for selection of an effective print reference collection, recommends essential reference sources for a comprehensive high school, and discusses selection policies for instructional materials. Chapter 3 discusses selection of a library automation system to meet staff and student needs and the systems available from specific vendors. Chapter 4 discusses the use of CD-ROM technology, online services, and the Internet, and offers guidelines for selecting valuable electronic resources and services for the media center. Chapter 5 offers models and project ideas for integrating information skills into the curriculum and short lessons on the Internet. The final chapter offers models for developing an effective information services program and for evaluating the information service provided. (Author)

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